



CITY OF REDMOND

APPLICATION REQUIREMENTS FOR:

DIRECT PETITION ANNEXATION

Annexation Name : _____

There are several steps to processing an annexation. The Notice of Intent must be submitted and accepted by the City Council, the Direct Petition is then circulated and submitted, the City Council holds a hearing on the annexation, and the annexation must be submitted to Boundary Review Board. Because an annexation may be modified or denied prior to submission in a subsequent step, the submission of all materials will be required as needed by the Planning Department for that particular phase of the annexation.

Step 1. Initial Application (Notice of Intent)

- ___1. Standard General Application Form
- ___2. Notice of Intent Petition Form

This shall consist of the following:

- a. Annexation Name
- b. A statement of Intent
- c. Total assessed valuation.
- d. Total size of annexation (in acres)
- e. Total assessed value represented by signatures on petition form.
- f. A list of names, addresses and signatures of property owner(s) representing at least 10% of the total assessed valuation of the proposed annexation.

- ___3. A vicinity map of suitable detail and scale to show the major streets within a mile radius of the proposed annexations, all present City boundaries, and a clearly marked outline of the area proposed for annexation.
- ___4. Legal description of area to be annexed. Must be typed on a separate page. (Note: This should be a description of the entire area including any road right of way, etc. This may require a survey.)
- ___5. A map showing parcel boundaries, parcel numbers, addresses, and the assessed value of each parcel, and a map (drawn to scale) to serve as a legal diagram indicating area to be annexed.
- ___6. A list of names and addresses of all property owners within the proposed annexations boundary (separate list).
- ___7. Nine (9) copies of a City of Redmond SEPA checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions.
- ___8. Completed SEPA/CAO Fee Worksheet

___9. Annexation Worksheet.

Step 2. Notice of Intent Accepted by Council

Once the Notice of Intent is accepted by the Redmond City Council, the applicant can circulate the Direct Petition. Once the Direct Petition is submitted, the Council will hold a public hearing. The City of Redmond requires that certain major land use applications should receive extraordinary public notice. Annexations are included in this category. These applications require notice in accordance with Appendix O in the Redmond Community Development Guide.

If the area of the annexation has been altered from the original Notice of Intent, it shall be the responsibility of the applicant to provide the following:

- ___1. A revised legal description.
- ___2. A revised map indicating the area to be annexed to serve as a legal diagram.
- ___3. A list of parcels within the annexation by King County tax lot number/s together with their respective valuations.
- ___4. A revised list of names and addresses of property owners within the annexation boundary.
- ___5. A map showing parcel boundaries, parcel numbers, addresses, and the assessed value of each parcel, and a map (drawn to scale) to serve as a legal diagram indicating area to be annexed.

Staff will prepare one copy of Direct Petition Form and the applicant will be responsible for additional copies if needed. Any attachments shall be considered as a part of the form.

___6. Direct Petition Form

This shall consist of the following:

- a. Annexation Name
- b. A statement of Intent
- c. Exhibit I. Any conditions that the territory to be annexed shall be subject to made by motion of the City Council
- d. Total assessed valuation.
- e. Total size of annexation (in acres)
- f. Total assessed value represented by signatures on petition form.
- g. Legal Description (Original from Step 1 or revised.)
- h. Legal Diagram/Map (Original from Step 1 or revised)
- i. A list of names, addresses and signatures of property owner(s) representing at least 60% of the total assessed valuation of the proposed annexation (50% if the area to be annexed is 80% contiguous with existing City boundaries).

Once the Direct Petition is submitted the applicant will be responsible for the Notice signs as required in Appendix O of the Redmond Community Development Guide.

___8. Affidavit of posting.

Step 3. Council Approval of Annexation

The annexation must be sent to King County Boundary Review Board for approval. Please provide the following for transmittal to the King County Boundary Review Board to assist them in their consideration of the action being proposed.

- ___1. A brief description of, and reason for seeking, the proposed action. Include a statement of the method used to initiate the proposed actions (petition method), and the complete RCW designation. (Petition - RCW 35A.14.120)
- ___2. One clean copy of an up-to-date King County Assessor's map/s* that cover the area to be annexed. and a map showing parcel boundaries/assessor's map with the following information needed by the Boundary Review Board:
 - a. The boundary of the area involved in the proposal.
 - b. The location of the nearest service points for the required utility services to the area.
- ___3. Describe how your proposal meets the objectives of RCW 36.93.180. Give your reasons for each of the objectives chosen.

IMPORTANT: All items in Step 1. must be submitted to the City of Redmond Development Services Center in its entirety prior to any application considered to be complete.

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference. A conference can be scheduled by calling the Development Services Center.

For further information, please call the Development Services Center at 425-556-2494.

**The City has some assessor's maps on file. We will need to verify that we have the most recently updated map. If it is it can be reproduced in house at copy cost. Otherwise, they may be purchased from the Public Works Drafting Department, 500 4th Avenue, Seattle, WA. For information on ordering call: 206-296-6548.*

NOTE: Failure to include required items will result in review delays.

Applicant or Representative

Date

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Rev. 6/2006